



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

AFYB-CG

19 August 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum # G4-01 – Property Accountability

1. Reference:

- a. Army Regulation 735-5, Policies and Procedures for Property Accountability
- b. Unit Supply Update 2-14

2. Purpose. To provide guidance in regards to property accountability and maintaining the standards and regulatory requirements associated with being good stewards of Army property.

3. General:

a. "All soldiers and officers entrusted with Government property are responsible for its proper use, care, and custody and safekeeping" (AR 735-5). Even though this precept is inherently understood, due to deployment and re-deployment operations, reset, and the future movement of equipment, personnel, and headquarters associated with modularity we must focus and foster a command climate that promotes and ensures property accountability.

b. In the last 60 days, the Division conducted a 100% hands on inspection of all sensitive items. The results from this event confirmed my belief, we as a Division had a poor understanding of our equipment accountability posture.

4. Policy: In order to ensure we meet the challenges associated with reset, reorganization, and training, we must have a complete and thorough understanding of each and every item of equipment we own. The following are a few areas I would like each commander to focus his attention:

- a. 10% inventories: each battalion commander will ensure these critical inventories are completed in a timely fashion.
- b. A hands on monthly 100% sensitive item accountability is conducted and reported to the first O-6 in the chain of command. IAW appropriate published FRAGO.
- c. Every company commander changing command will out brief "the status of change of command inventory" and initiate all reports of surveys prior to change of command date to the first O-6 in the chain of command.

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5. Property accountability is a critical and essential component to our success in all future operations. I need each and every soldier to help us ensure accountability and establish a foundation in which everyone is a good steward of Army resources.

“STEADFAST AND LOYAL”

////original signed////
JAMES D. THURMAN
Major General, USA
Commanding

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